**Mashpee Wampanoag Tribe**

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483Great Neck Rd So.Mashpee, MA02649

Phone (508) 477-0208 Fax (508) 477-1218

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| Title | **Weetumuw School Assistant Teacher** |
| Category | Temporary, full-time, contract position (approximately 10 weeks) |
| Salary | $20.00 per hour (35 hours/wk) |
| Reports to | Head of School, Lead Primary Teacher |

**Job Purpose**

The purpose of the Weetumuw School Mukayuhsak Weekuw/Primary Assistant Teacher’s job is to support the primary teachers in guiding students age 3-6 through the primary Wôpessori (Wampanoag-Montessori) curriculum, which includes Wôpanâak Language and culture, and to nurture them in a safe, healthy and loving environment. The Mukayuhsak Weekuw Assistant Teacher supports a classroom that fosters leadership skills, critical thinking skills, and a strong awareness of personal, community, and cultural identity for decolonization.

The essential functions of the job are as follows:

* **Classroom/Instruction:** Model for students our 7 sacred teachings (honesty, bravery, love, wisdom, respect, humility, and gratitude); support the teaching Wampanoag culture, Wôpanâôt8âôk, sensorial, practical life, math, English language, and cultural studies as the Wôpessori “up teacher”; maintain classroom norms; support teachers in the of varied methods of teaching to reach all students and to “follow the child,” maintain a positive discipline practice; assist students to solve their own academic and social problems; support the creation of works and extensions for progression through the curriculum, help ensure classroom is prepared and stocked for each day.
* **Curriculum**: Coordinate with elders and tribal community to support curriculum at the direction of the lead teachers; support implementation and update of curriculum units as student needs dictate; model Wôpanâak language and culture in the classroom; prepare, and maintain lessons, at the direction of the lead teacher; schedule guests and organize field trips to support curriculum at the direction of the lead teacher; adhere to primary classroom schedule and time for cleaning, organizing, classroom changes, and teacher prep time; collaborate with lead primary teacher to ensure classroom needs are met.
* **Interaction with parents**: Meet with parents biannually to discuss student progress and participate in other meetings as needed; participate in parent nights, seminars, workshops, information sessions; maintain open dialogue with parents about their children’s school experience by being available at drop off and pick up times.
* **Supervision/Training/Staffing**: Participate in weekly Primary team meetings with teachers and head of school, wellness coordinator, special education teacher, etc, as needed; participate in monthly Weetumuw School staff meetings; participate in biannual staff evaluations; provide necessary instruction for other teachers and assistant teachers in the classroom as needed; help to provide coverage for teachers in emergency situations; maintain harmonious relationships with fellow teachers, and other staff and visitors to the classroom.
* **Administration/Record Keeping**: Carefully observe and maintain each student’s individual academic progress, as well as mental and physical health, social, personal, and family concerns in Transparent Classroom; help in the maintenance of student notes; contribute to Primary classroom calendar and whole school calendar.
* **Training and Development**: Attend teacher trainings and conferences; continually work to increase Wôpanâak language fluency and knowledge; participate in faculty and professional meetings.

**Responsibility and Accountability**

The Primary Assistant Teacher ultimately reports to the Head of School, but follows the lead of the Lead Primary Teacher in the Mukayuhsak Weekuw classroom. The Primary Assistant provides input on performance reviews for other Primary staff.

**Knowledge and Skills**

**Education**

* Novice-high speaker of Wôpanâôt8âôk.
* Montessori Primary Training or EEC certification preferred.
* Intermediate-mid speaker of Wôpanâôt8âôk preferred.

**Experience**

* Minimum of 1 full year of experience working with primary aged children (3-6 years).
* Knowledge of history and involvement in Wampanoag traditions, cultural practices, and events preferred.
* Experience in non-traditional learning environments preferred.

**Licensing and Certification Requirements**

* CPR/First Aid Certification Required
* Valid Driver’s License Required

**Other Requirements**

* Must pass CORI and SORI background check
* Proficient in Microsoft Office
* Solid writing and communication skills.
* Willingness to obtain training and professional development.

**Abilities**

* **Active Listening** – Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, not interrupting at inappropriate times.
* **Speaking** – Talking to others to convey information effectively.
* **Learning Strategies** – Select and use training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
* **Critical Thinking** – Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
* **Writing** – Communicate effectively in writing as appropriate for the needs of the audience.
* **Management of Personal Resources** – Motivating, developing, and directing people as they work, identifying the best people for the job.
* **Time Management** – Manage one’s own time and the time of others.
* **Complex Problem Solving** – identify complex problems and review related information to develop and evaluate options and implement solutions.

**Physical Effort**

The physical demands described here are representative of those that must be met by an employee to successfully perform the primary duties and responsibilities of this job.

The Primary Assistant Teacher must be able to exert up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force regularly to move objects.

To perform essential functions of the job, an employee must frequently be able to do the following physical activities: kneel, crouch, crawl, reach, stand, walk, lift, feel, grasp, talk, hear, and perform repetitive movements. Occasionally an employee must be able to stoop and push. On rare occasions, an employee must be able to climb, balance, and pull. In addition, an employee in this job must have close visual acuity to perform activities such as preparing and analyzing data and figures, viewing a computer terminal, and extensive reading.

**Mental Effort**

The Primary Assistant Teacher must be able to

* conduct conversations and teach in Wôpanâôt8âôk, and at times code switch between English and Wôpanâak languages.
* Address disciplinary issues as they arise.
* Handle emergency situations as they arise.
* Use positive discipline practices, and work as a team of diverse teachers.

**Working Conditions**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In general, an employee in this job works in a classroom setting. However, an employee will be exposed to working conditions in an environment that does not provide protection from temperature changes, such as performing some activities outside during outdoor learning times, recess, and on field trips. On some occasions, the employee may be exposed to enough noise to cause an employee to have to shout to be heard above ambient noise level, such as in a classroom full of children.

**Preference is given to qualified Native American candidates in accordance with the Indian Preference Act of 1934 (Title 25, U.S.C., Section 472)**

**Apply to:**

**Marita Scott, Interim HR Manager**

**Mashpee Wampanoag Tribe**

**483 Great Neck Road South**

**Mashpee, MA 02649**

**or**

**marita.scott@mwtribe-nsn.gov**